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Security Information

OFFICE OF RESEARCH AND REPORTS

16 December 1952

MEMORANDUM FOR: Assistant Director, Research and Reports

SUBJECT : Joint D/E and D/R Recommendation for the Numbering and Processing of D/E Working Papers and Other Reports.

REFERENCES : a. Memorandum to D/E Analysts from Chief, D/E, Preparation and Clearance of Manuscripts, dated 25 September 1952.
b. ORR Office Regulation R50-9, Clearance for Papers Establishing an ORR Intelligence Position, dated 1 August 1952.
c. ORR Office Notice R52-27/1, Designation of ORR Components, dated 25 August 1952.

1. The purpose of this memorandum is to establish special procedures for handling D/E working papers and other reports.

2. Papers developed by D/E for INO and other task groups and working groups are Working Papers. Because of their special character and frequent urgency, the usual processing of such papers is not feasible. D/E organizes the research, writes, and reproduces such papers, coordinating with ORR divisions, CIA offices and other agencies as necessary. D/E also assumes the responsibility for ORR and other security and special clearances for such papers (Ref. a), determines their classification and dissemination and obtains authorization for their release (Ref. b). D/R may confer with D/E as required on editorial and dissemination problems; and D/R will provide, in consultation with D/E, a format and special caveat for such papers. Reproduction (ditto) facilities are available in D/R to help expedite the reproduction of D/E papers when necessary.

3. D/R has assigned to D/E a series of numbers for identifying their projects consistent with the system adopted for the 1953 ORR Program. For D/R reporting and accounting purposes, this numbering will be retroactive to the establishment of D/E (Ref. c). The numbers (based on the assumption that the 100 series identifies the Ch/C) is as follows:

- 110. Economic Defense Division (D/E)
- 111. Commodities Branch (E/C)
- 112. Export Control Branch (E/X)
- 113. Areas Branch (E/A)
- 114. Economic Measures Branch (E/M)

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4. D/E will assign responsibility for Working Papers to its branches. Each such paper will be given a number. Thus, 11h.1 (WP) will designate the first working paper assigned in E/M.

5. When a D/E Working Paper is initiated, D/E will forward essential information to D/R on a Notice of Initiation form provided by D/E. (Sample attached.) D/R will be advised of cancellation by means of a carbon copy of this form marked "cancelled" with the date.

6. Each Working Paper issued will be so entitled and will carry the project designation, thus: CIA/RR Project 11h.1 (WP) and an agreed special caveat (para. 2 above).

7. When a D/E Working Paper covered by this memorandum has been approved as provided in Reference b., a copy will be routed immediately to D/A for filing. D/R will advise D/A and make the paper available for checking in connection with the Estimates File in accordance with instructions of the AD/RR.

8. D/E will carefully maintain a complete list of the holders of all their working papers.

9. All other D/E reports that may be developed in connection with the OAR Research Program will be initiated, reviewed and published through D/A in accordance with established procedures. If any working paper covered by this memorandum is considered appropriate for publication, it will be similarly processed.

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APPROVED:

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Acting AD/RR